

CENTRAL INTELLIGENCE AGENCY

INFORMATION REPORT

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THE SOURCE EVALUATIONS IN THIS REPORT ARE DEFINITIVE.
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(FOR KEY SEE REVERSE)

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1. The Ministry of the Merchant Fleet (MMF) used two types of organization tables. The first type was that which had to be approved by the State T/O Commission (Gosudarstvennaya Shtatnaya Komissiya) and was used by the Ministry's administrative-executive agencies. The second type of T/O did not need to be approved by the State T/O Commission, and was used by Merchant Fleet agencies employing technical and sea-going personnel.
2. The State T/O Commission, an administrative organ attached to the Council of Ministers, was located in Moscow at 26 Kazakova Street. This commission not only approved the T/O's of all Soviet administrative-executive agencies, but also controlled these agencies' financial expenditures. The commission performed the following functions:
 - a. Composition of the list of organizations whose creation and T/O's it must approve.
 - b. Composition of the list of official positions on agency T/O's which it must approve.
 - c. Creation of the nomenclature for the various T/O positions.
 - d. Reduction of the T/O's of agencies.

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25 YEAR RE-REVIEW

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3. The approval of a Ministry of the Merchant Fleet T/O by the State T/O Commission was performed in the following manner:
 - a. The MMF field organization in need of a new agency drew up a chart stating the function and the financial personnel needs of such an agency.
 - b. The chart, which must include justifications for each proposed T/O position, was then signed by the Merchant Fleet Minister or his deputy and forwarded to the appropriate State T/O Commission section chief (e.g., for the Ministries of the Railroads or the Merchant and River Fleets, the responsible section was called the Transportation Section).
 - c. In the presence of a Merchant Fleet Ministry representative (sometimes also the representative of the field organization which originated the proposed agency) the proposed T/O was discussed, and approved or disapproved by the State T/O Commission. Usually the commission tended to reduce the proposed T/O as much as possible, even to the detriment of the new agency.
4. After securing the approval of the State T/O Commission, MMF agency T/O's had to be registered with the regional finance administration to which the organization would be assigned. These district, city, and regional finance administrations were subordinate to the USSR Ministry of Finance and were authorized to approve all funds needed by prospective agencies. The finance administrations exercised a powerful control over USSR organizations by means of an annual T/O registration (when it examined organization budgets) and periodic checking of the organizations' bookkeeping. Most finance administration officials were bureaucrats and bribe-takers, and even chiefs of large organizations and members of Party committees feared them.
5. During the annual registration period (March through the first half of April), all USSR Merchant Marine organizations were required to submit budgets and production plans for approval to the appropriate financial administration. Registration was performed in accordance with instructions issued by the Council of People's Commissars in March 1941; all organizations were required to produce the following documentation:
 - a. Two copies of the original agency T/O which had been certified with the seal of the directorate to which the agency was subordinate. The standard form of such a document is given below:

I hereby approve the T/O and budget, amounting to _____ rubles, of this agency (seal stamp here) (signature of chief of the supervising directorate) (date here)								
No. in order	(The full name of the organization) (The names of the subdivisions of the organization and of the official positions of individuals)	No. of individuals	Salary	Allowances			Total monthly budget	Remarks
				Individual	Longevity	Other		
0	1	2	3	4	5	6	7	8
(Signatures of the chief of the organization chief of labor and wage section chief bookkeeper)								

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- b. Two original copies of estimated agency administrative-executive expenses which had been approved by the governing organization and certified with its official seal. The form of such a document is given below:

Approved estimate expenses of _____ annually.			
(Signature of the chief of the governing organization)			
(Seal here)			
(Date here)			
(Full name of the organization here)			
No. in order	Items	Sums assigned for one year	Remarks
0	1	2	3
1.	Base wages		
2.	Allowances		
3.	Social Security		
4.	Depreciation of buildings		
5.	Postal expenses		
6.	T.D.Y. expenses		
7.	Office expenses		
8.	Transportation expenses		
9.	Heating, lighting		
10.	Emergency funds		
11.	Other expenses		
(Total here)			
(Signatures of: chief of the organization			
chief of the planning section			
chief bookkeeper)			

- c. Two copies of the number of personnel employed by the organization on the day of registration. The form was as follows:

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Number of Employees					
of _____ (Name of organization)					
on _____ (Date of registration)					
No. in Order	Organizational subdivisions and titles of positions	Name of employee	Monthly Wage	Allowances	Total per month
				Individual Longevity Other Expenses	
(Total organizational payroll) (Signatures of: chief of organization chief, labor and wage section chief bookkeeper)					

- d. A detailed explanation of each item of expense (actual or estimated). "Emergency funds" /See 5b "10"/ were for the salaries of persons who did occasional work not performed by T/O personnel. "Emergency funds" were paid for the following expenses:

- (1) Minor repair of chairs, tables, keys, etc.
- (2) Washing of curtains, table cloths, etc.
- (3) Hiring of extra stenographers during conferences, etc.
- (4) Gardeners' salaries.
- (5) Preparations for anniversaries of revolution

"Other expenses" /See 5B "11"/ were minor expenses which could not be foreseen, and which did not exceed 20 rubles for each bill. Items included in this category were:

- (1) Brooms, pails, whisk brooms, etc.
- (2) Newspapers and magazines (as a rule, a single copy of Pravda and the merchant fleet magazine).
- (3) Tickets for duty travel on local river steamers.
- (4) Payment for water supply and sewage services.
- (5) Telephone expenses.

(Allowances for "emergency funds" and other allowances were generally not enough to answer the needs. Also, if each item in the estimated expense account was not explained in a very detailed manner, it was deleted.)

- e. A list of the officials who were granted personal salaries. The form for this document was as follows:

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Officials Granted Personal Salaries

Payment for (total sum here, and date of registration)

No. in order	Name	Official Position	Base wage	Personal salary	Date and no. of order
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The Ministry of the Merchant Fleet employed about 75-80 people who earned personal salaries. These salaries were paid to persons possessing special experience or knowledge. Regulations governing the payment of such salaries follow:

- (1) To be granted a personal salary for a member of his organization, the chief of the organization had to make a request to the next higher organization, which in turn transferred the request to the chief directorate. If approved thus far, the request was sent to the MF Minister.
- (2) If approved by the minister, the request was sent to the State T/O Commission.
- (3) The State T/O Commission, if it approved the request, informed the applicative ministry of its approval.
- (4) Although an employee was entitled to receive a personal salary from the date the ministry authorized it, the salary did not commence until the date on which the request for it had been approved by the organizational finance administration.
- (5) The procedure for granting a personal salary usually took two months from the time of the original request until the final approval by the financial administration.

f. A list of employees entitled to longevity allowances. This form was as follows:

Employees Entitled to Longevity Allowances						
No. in order	Name	Official position	Base wage	Amount of allowance	Grounds for allowance	No. of order

g. A list of employees entitled to allowances other than personal or longevity allowances. This category included the following:

- (1) Allowances for knowledge of a foreign language to persons serving with steamship companies.
- (2) Allowances for persons assigned lower wages as a result of a reduction in the T/O wage scale; this allowance was equal to the difference between the old and new T/O wage.

h. An estimation of the tonnage per navigational period for steamship companies, the gross production (estimated in rubles) for plants, the annual tonnage transloaded at ports, and the cubic meters of earth moved per year under the direction of sea route directorates.

i. An account of the organizational expenses incurred during the past fiscal year. This document had to be certified by the chief of the organization and the chief bookkeeper.

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- j. An estimation of the expenses incurred from the beginning of the current fiscal year until the day of T/O registration with the financial administration. This document was signed by the chief of the organization and the chief bookkeeper.
6. All the above-mentioned documents [See paragraph 5] had to be forwarded to the local financial administration before the date set for the annual registration of T/Os. This date was determined by the financial administrations. If the documents were late for registration, the financial administration stopped the bank credit of the tardy organization.
7. Approved organizational T/Os and budgets bore the following financial administration (round) stamps:

<p>Registered (no. of the registration card) No. of personnel with the organization (Total payroll) per year (Signature of the chief of the organization)</p>

<p>Registered no. _____ Estimated administrative- executive expenses _____ per year (Signature of the head of the financial administration)</p>

8. When the organizational T/O's and budgets were approved by the financial administrations, organizations were issued special registration cards which authorized these organizations to withdraw from banks the amounts of money necessary to the approved organizational expenses.
9. The T/O of administrative organizations were periodically reduced on the following occasions:
 - a. When the State T/O Commission ordered a general staff reduction. Reductions of this type were usually addressed to a ministry, and demanded a reduction of five per cent in each of the ministry's organizations. Determination of which personnel were to be eliminated was left to the discretion of the ministry.
 - b. When ordered by the local financial administrations. Inspectors of financial administrations could decide to eliminate T/O positions.

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- c. When a T/O position remained vacant for one or two years. Reductions of this type were automatic in accordance with a decree of the USSR Council of Ministers dated 15 September 1946.
 - d. If production of the current year was less than that of the previous year.
10. Violations of T/O provisions (false statements about finances and personnel use, etc.) were severely punished. First violations were punished by a fine of 1,500- 2,000 rubles; repeated violations by chiefs and chief bookkeepers were punished by prosecution in court.
11. The following administrative organizations were not subject to T/O registration:
- a. Ministry of the Armed Forces
 - b. Ministry of the Interior and Ministry of State Security (MVD and MGB)
 - c. Party and Komsomol committees
 - d. Executive committees of workers' soviets
 - e. Ministry of Justice courts and attorney general offices.
- The above-mentioned organizations issued their own T/Os bypassing the approval of the State T/O Commission. Control of T/O provisions was performed within each organization.
12. The appointment of persons to the following positions in the MMF administrative organizations (as was true of all USSR organizations) had to be individually approved by the State T/O Commission:
- a. Chiefs and deputy chiefs of MMF organizations, divisions, directorates, and groups
 - b. Chief engineers and engineers
 - c. Senior technicians and technicians
 - d. Senior inspectors and inspectors
 - e. Senior planners and planners
 - g. Bookkeepers
 - h. Accountants
 - i. Cashiers
 - j. Office clerks
 - k. Secretaries, stenographers, typists
 - l. Senior merchandise experts and merchandise experts
 - m. Agents
 - n. Warehouse personnel

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- o. Administration chiefs (zavkhoz)
 - p. Chauffeurs of passenger vehicles
 - q. Charwomen
 - r. Messengers
 - s. Watchmen
 - t. Dispatchers in all organizations except port and shipping agencies
 - u. Senior tariff experts and tariff experts
 - v. Inspectors
13. There were certain types of T/O positions within the Merchant Fleet Ministry which, although subject to the approval of the State T/O Commission See paragraph 37, were exempt from registration with the financial administrations See paragraph 47. A list of these T/O designations follows:
- a. In the steamship companies
 - (1) Steam and diesel mechanics
 - (2) Parts designers who were paid by the piece
 - (3) "Deviators" See 37 (personnel who corrected compass deviation) and "radio-navigators" (personnel who navigated by use of radio)
 - (4) Seagoing personnel
 - (5) Political section personnel
 - (6) Work checkers
 - (7) Receptionists
 - (8) "Operators" (all personnel not specifically listed on the T/O, but who were used as a pool from which T/O positions were filled as needed)
 - (9) Personnel of the thermo-technical teams
 - (10) Personnel working on the costs of production
 - (11) Truck drivers
 - (12) Laborers
 - (13) Instructors

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- b. In ports and agencies, the T/O positions listed above See 13a, except instructors and parts designers, were also exempt from registration with the financial administrations, as were the following positions:
- (1) Dispatcher personnel
 - (2) Managers and cashiers of freight warehouses
 - (3) Chief of RR stations
 - (4) Chiefs and technicians of trans-loading sections
 - (5) Crane operators and mechanics
- c. In directorates of maritime routes - T/O positions listed above See 12a, except those of work checkers, receptionists, and parts designers, were exempt from registration as were the following positions:
- (1) Chiefs, engineers, and technicians of depth-exploration sections
 - (2) Chiefs, engineers, and technicians of canal route sections
 - (3) Signal light section personnel
 - (4) Boatswains and sailors stationed on shore
 - (5) Oarsmen
 - (6) Water-level checkers
- d. In the industrial enterprises - in addition to the production cost checkers and truck drivers mentioned previously See 12a, the following T/O positions were exempt from registration with financial administrations:
- (1) Workshop personnel
 - (2) Fleet and deck sections personnel
 - (3) Crane operators
 - (4) Engineers and technicians working on the standardization of work norms
 - (5) Timekeepers
 - (6) Power stations mechanics
14. The appointment of personnel to certain MMF positions did not require the approval of the State T/O Commission, although the remainder of the standard T/O approval procedures See paragraphs 3 and 4 had to be followed. Personnel in this category are given below:
- a. Housing project personnel
 - b. Personnel of the communication services (wireless stations, radio offices, and radio and telephone workshops)
 - c. Building construction personnel

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